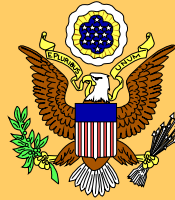


# Tri-Mission France

## Foreign National Student Intern Program

### Announcement



U.S. Missions to France, OECD, & UNESCO

**Open to:** All non-U.S. Citizen Students  
Resident in France

**Date:** January 20, 2012

**Current Internship:** Embassy Paris, Public Affairs  
Section – Press Assistant

**Deadline to apply:** February 15, 2012

**Purpose:** The purpose of the Tri-Mission Foreign National Student Intern Program (FNSIP) is to provide students the opportunity and challenge of working in a foreign affairs arena and at the same time profit from their assistance. Interns may earn academic credit from their educational institutions and their supervisors are expected to serve as their mentors, providing feedback as necessary to the intern and the academic institution. Supervisors who are interested in having interns must demonstrate that they have a position with duties and responsibilities which can contribute to the academic/professional growth of the student intern. Interns will not be assigned to perform clerical or other routine office duties.

**Gratuitous Service:** There are no benefits attached to the FNSIP, no compensation, leave accrual, nor any future employment rights.

#### Eligibility Requirements:

- . must be at least **18 years** of age.
- . must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- . must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- . must complete a “Convention de stage” signed by the current academic institution. The Convention de stage includes school medical insurance and coverage against work-related accidents or injury.
- . must demonstrate the potential to accomplish the type of work to be performed.
- . must meet the requirements of the advertised internship opportunity.
- . must be able to receive a security certification.
- . must be able to receive clearance through the “Embassy Occupational Doctor”.

## **CURRENT INTERNSHIP OPPORTUNITY**

**Office:** American Embassy Paris, Public Affairs Section

**Hours:** 35 hours a week, 7 hours daily Monday through Friday.

**Duration:** 8 weeks maximum (between May and end of October)

**Application deadline: February 15, 2012**

### **Description of Duties and Responsibilities:**

Reporting directly to the AIO and cooperating closely with the Press Section's Information Assistants, depending on them for guidance for mentoring, the intern would assist the Press Section with the following tasks:

- Monitoring and analyzing, the French news media -- print, radio, TV, and new media.
- Drafting for the Mission, regional U.S. embassies, and Washington consumers time-sensitive, written reports on a daily basis of French media reports;
- Preparing press releases, fact sheets, and other media materials, and helping organize press conferences and other media events.
- Handling logistics related to press events and other outreach activities.
- Preparing briefing memoranda and other documentation to support Mission programs and events.
- Using new media platforms, including:
  - Preparation of items for posting on the Embassy's web site in both French English.
  - Preparation of items suitable for posting on Face Book.
  - Drafting of tweets.
  - Preparation of blogs for an Embassy blog.

### **Required Skills/Qualifications :**

	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>
• <b>Language requirements:</b>				
<b><i>Level of English</i></b>				
<b><i>Speak:</i></b>			<b>x</b>	
<b><i>Read:</i></b>		<b>x</b>		
<b><i>Write:</i></b>		<b>x</b>		
• <b>Interpreting</b>				<b>x</b>
• <b>Drafting (in English)</b>		<b>x</b>		

	Fair	Good	Excellent	N/A
• <b>Computer skills:</b>				
- Word		x		
- Excel				x
- Internet			x	
- PowerPoint				x
- Access				x
- Programming availability				x
- Mechanically inclined				x
- Other systems (specify): Face Book, YouTube, Twitter			x	

**Comments/Other skills required:**

A journalism or public affairs student would be an ideal candidate for this job. Strong English skills are preferred, but not essential.

It is essential that the intern be a “team player” who can work rapidly and in cooperation with a highly-skilled team of Information Assistants, under the pressure of deadlines. S/he should be intellectually and temperamentally inclined to work under the pressure of inflexible deadlines, such as the requirement to timely produce a Daily Media Summary by late morning every day. The intern should also be able to rapidly assimilate extensive information from the media and quickly synthesize that information.

The intern should be fully conversant with the internet and new media.

**Application Filing Procedures:**

To be considered, intern applicants are asked to submit the **three** following documents:

1. A CV
2. A covering letter mentioning “Press Internship”
3. Official enrollment from educational institution such as a copy of a student card.

**Submit application by the announcement’s closing deadline:**

Embassy of the USA  
Human Resources Office  
ATTN: FSNIP Coordinator  
2 Avenue Gabriel, 75382 Paris Cedex 08

or email your completed forms to [ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov) prior to the announcement’s closing date.

**HR Staff Member Contact:**

Tel: 01-43-12-26-52 / 01-43-12-25-74  
Fax: 01-43-12-24-36

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.

